

## California Housing Finance Agency Job Opportunity

### Associate Personnel Analyst or Staff Services Analyst Vacancy #153

Salary Range	APA: \$4255-5172 SSA: \$2724-4300
Final File Date	Open until filled
Division	Administration Division, Human Resources Unit
Specific Location	14 <sup>th</sup> & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Carol at 916-327-5172, <a href="mailto:clivecchi@calhfa.ca.gov">clivecchi@calhfa.ca.gov</a> , or Suzanne at 916-319-9718 or <a href="mailto:spratt@calhfa.ca.gov">spratt@calhfa.ca.gov</a> California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification.  Please state your eligibility for this vacancy in Section 12 of your application.  SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.  Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA.  Please specify on your application that you are interested in vacancy #153, Associate Personnel Analyst of Staff Services Analyst.
Duties  <i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>  <i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i>	We are seeking a creative, friendly, flexible, critical thinking individual for our HR shop which is small yet very busy, hands-on and customer service oriented. In addition to providing HR support to the Agency's divisions, we are looking to expand our recruitment program with progressive and innovative ideas and strategies. Duties may include (depending on class level and expertise) but aren't limited to: <ul style="list-style-type: none"> <li>• Provides advice, assistance and/or recommendations to managers and supervisors regarding civil service laws, rules, MOUs, policies and procedures specifically related to employee/employer related matters</li> <li>• Administers civil service (open, promo, and CEA) exams and serves as Chairperson on interview panels</li> <li>• Works collaboratively to administer, develop and oversee all phases of the selection process, and prepares all selection documents including exam planning document, exam bulletins, exam questions, and rating guides, and job opportunity bulletins</li> <li>• Works with supervisors to develop duty statements and properly allocate positions</li> <li>• Analyzes and makes determinations on personnel action requests – ensures that requests are in compliance with State policies, laws, rules and procedures governing personnel, labor relations, and equal employment opportunity</li> </ul>
5/8/2007	